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BOARD MEETING MINUTES

The meeting of the Board of Directors of the Northwest Clean Air Agency was held at 1:30 p.m., Thursday, Dec. 10, 2015, at 1600 S. 2nd St., Mount Vernon, Washington.

MEMBERS PRESENT:

Island County	Jim Campbell Richard Hannold
Skagit County	Joe Lindquist Ron Wesen
Whatcom County	Brian Heinrich Carl Weimer
Member-at-Large	Terry Nyman

ALSO PRESENT:

NWCAA staff members	Mark Asmundson, Mark Buford, Therese Holm, Toby Mahar, Agata McIntyre, Katie Skipper, and Laurie Caskey-Schreiber
Legal counsel	Loch Clark

CALL TO ORDER

Board of Directors Chairman Brian Heinrich called the meeting to order at 1:30 p.m.

APPROVAL OF PRIOR BOARD MEETING MINUTES

On motion by Carl Weimer, seconded by Jim Campbell, the minutes for the Nov. 12, 2015, meeting were approved 6-0 (*Joe Lindquist arrived shortly after the vote at 1:32 p.m.*).

ACTION ITEMS

Resolution 526 – Amending greenhouse gas (GHG) reduction funding contract – Mark Asmundson

NWCAA Executive Director Mark Asmundson explained that Resolution 522 authorized the agency to engage in a contract in the amount of \$350,000 with Sustainable Connections to implement the "Energy, GHG mitigation and National Leadership" proposal. A portion of that proposal will be performed by Opportunity Council.

Resolution 526 authorizes the agency to amend the existing Opportunity Council contract, increasing said contract by \$200,000, which will bring their total contract amount to \$2.7 million for GHG reduction projects. Resolution 526 also authorizes the execution of an agreement with

Sustainable Connections in the amount of \$150,000. Total expenditures for the previously approved project are unchanged, this being a reallocation of those funds.

Because NWCAA has an existing contract with Opportunity Council, it makes sense, administratively, for our agency to make this change.

Richard Hannold made a motion, seconded by Ron Wesen, to approve Resolution 526. The Board approved the resolution 7-0.

Resolution 527 – Amending the city of Bellingham GHG contract – Mark Asmundson

Asmundson stated that Resolution 527 is the result of a presentation and discussion during last month’s Advisory Council meeting.

Resolution 481 was adopted in February 2013, and it authorized the Executive Director to enter into an agreement with the city of Bellingham in the amount of \$760,000 to partially fund a small hydroelectric project. City staff presented an update and proposed a new location for the hydro project at the November Advisory Council meeting. City staff also presented two alternate projects if the waterfront hydro project proves too difficult to construct.

One of the alternate projects would involve installing solar panels on the soon-to-be constructed drinking water pretreatment building. City staff believe that this project would result in significant GHG emission reductions.

Asmundson stated that the Advisory Council voted in favor of supporting Bellingham’s request to use the \$760,000 to pursue the implementation of the hydro project at the waterfront redevelopment site, and if the city is unable to accomplish this project in a timely fashion, to use the funds for the water plant solar project.

Weimer asked if there were any time deadlines associated with these proposals. Asmundson stated that either project should be completed by the end of 2017. Weimer expressed his concerns about the city of Bellingham having the discretion to use these funds either way. Asmundson assured Board members that city staff are aware of NWCAA’s preference for building the hydro project. However, the city may encounter some unforeseen permitting issues, so it would be good to identify an alternate.

Wesen supported a firm deadline for this grant, and he is comfortable with requiring the work to be completed in 2017 for either project. Asmundson stated that he will include language in the agreement about a deadline and reiterate the Board’s preference for the hydro project.

Lindquist made a motion, seconded by Weimer, to approve Resolution 527. The Board approved the resolution 7-0.

Bills and claims

Lindquist made a motion, seconded by Terry Nyman, to approve the November 2015 bills and claims, totaling \$468,129.62. The bills and claims for November were approved 7-0.

STAFF REPORTS

Executive Director’s report – Mark Asmundson

Asmundson reported to the Board on the following matters:

- Asmundson and NWCAA Deputy Director Mark Buford recently attended the annual meeting for the Northwest Air Directors. The group met with staff from the U.S. Environmental Protection Agency (EPA) to discuss various issues pertinent to the Region 10 area. The following items were discussed:
 - EPA Air program priorities.
 - Air compliance and enforcement priorities.
 - Naming of interim deputy administrator for air and waste programs.
 - EPA grants will likely have new distribution formula implemented in the relatively near future.
 - Clean Power Plan.
 - Perennial uncertainty about the federal budget.
- The agency website redesign is moving forward very well, however, there has been a set-back to the original schedule. The redesigned site is now expected to be operational by the end of the January/beginning of February. NWCAA's Communications Program Manager, Katie Skipper, hopes to have a working version of the website during the first week of January, and then she will be testing and fine-tuning it, until it is ready to go live in February.
- New accounting requirements for governmental reporting (GASB 68) require that government entities include their allocation of multi-employer pension liabilities in annual financial reports. For the fiscal year ended June 30, 2015, NWCAA was assigned a liability of \$1.8 million as our allocation of the unfunded liability in the Washington State Public Employees Retirement System.

New source review and air operating permit update – Agata McIntyre

Agency Engineering Manager Agata McIntyre reported that during November the agency received three applications for construction permits and issued four construction permits.

One of the permit applications received was from an existing permitted business that is moving to a different location. LaBelle & Associates will be opening a new manufacturing plant in Ferndale. The company has a unique business, producing powdered colostrum, which is used as a supplement for feeding young animals.

Enforcement update – Toby Mahar

Agency Compliance Manager Toby Mahar reported on enforcement issues that occurred in November. NWCAA issued four notices of violation, including one to Chemtrade Solutions, which emitted a sulfuric acid mist during a start-up process.

ADJOURNMENT

There being no further business to consider, the meeting adjourned at 1:55 p.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the NWCAA Board of Directors held on Dec. 10, 2015, in Mount Vernon, Washington.

ATTEST:



Terry Nyman, Secretary
NWCAA Board of Directors



Brian Heinrich, Chair
NWCAA Board of Directors

DATED: Feb. 11, 2016